

~~SECRET~~

With the completion, although continual revision, of the Intelligence Subject Code, and the adoption of the (AMS) Army Map Service Area Geographic Codes, thought was also given to other necessary codes to be punched into the IBM card. Dr. Andrews issued a memorandum on 3 January 1949 to "All Hands, OCD" on the subject of security classification, establishing the uniform codes to be used throughout OCD on all IBM punch cards. The Procedure Manuals of the Intellofax System ^(1949, 1954, 1960, 1967) show the security classifications with the various controls which evolved, ~~over the years~~. In 1949 in addition to the actual security classifications, there were only two types of controls-- US Officials Only and CIA Internal Use Only. Over the years, others were added to the coding pattern so that by the machines could eliminate certain document citations with such controls as Controlled Dissemination, Warning Notice- Sensitive Sources, No Dissem Abroad, No Foreign Dissem, etc.

Source Locator ^{13/} - Procedure Manual

The first IBM punch cards contained a six-digit code to represent the source agency of the document. June
The first two digits In 1948 the Library issued ~~the~~ No. 1. Entitled the ~~first~~ Library Bulletin and ~~it explained~~ the Locator System, it explained that the intelligence document files in the Library had been set up according to "A" files and "S" files. An arbitrary division it was devised for practical and simplified location and filing of documents. "A" files included mainly attache reports and State despatches ~~SECRET~~ as CIA raw intelligence ^{Excluded from automatic downgrading and declassification} (OO-B's and SO's). "S" files included mainly finished intelligence, intelligence

These same designations or codes were also used for for indicating the source of a document on the first Intellofax cards. The first number in the locator was a two digit code assigned to the particular agency, in the case of the ~~attache reports~~ the ~~second and third~~ remaining four digits were the country and the post, for "A" type documents and branch and division of the agency for "S" type documents. Thus, 05A0601 referred to Army, attache report from Brazil, Rio de Janeiro, and 05S0601 referred to Army, series type document from Far East Command, ATIS. These same designations or codes were also used for indicating the source of the document on the Intellofax punch cards.

By June 1, 1949 it was necessary to issue a second bulletin because of numerous changes in organizational divisions of government agencies. In the intervening year, in addition to the "A" and "S" type categories, four more had been added: "C"- correspondence and Executive Registry material, "G"- basic intelligence studies, "L"- bibliographies and "P"- press. By February 1950, these arbitrary type designations were no longer punched into the IBM card. ~~These~~

Intellofax
Chronology

6-digit
The ~~basic~~ source locators remained basically unchanged

until May 1954 when specific city or post locators for Army, Navy, no longer considered necessary for retrieval. By and Air attache reports were ~~Not until~~ January 1956 only

Source Locator -

was the 2 digit source locator ^{was} used for everything except CIA and foreign government reports and Top Secret reports.

- 01 - Air
- 02 - C/A
- 03 - Navy
- 04 - State
- 05 - ~~SECRET~~ Army
- 06 - Defense in General
- 07 - 14 Other Government Agencies
- 15 - Non-Governmental Executive
- 16 - Non-Governmental
- 17 - International Organizations
- 18 - Foreign Government

GROUP 1
Excluded from automatic
downgrading and
declassification